

# CITY OF GAHANNA

## JOB DESCRIPTION

Job Title: Administrative Aide	Job Code:
Department: Office of the Mayor	Salary Range: \$10.00/Hour/up to 1,440 hours per year
Location: City Hall Main Building, 2 <sup>nd</sup> Floor	FLSA/Civil Service: Non-Exempt/Non-Civil Serv./Part Time
Revised          New      X	Effective Date: 1/01/2004

A. **BASIC FUNCTION** (Primary purpose of this job): Supports Executive Assistant to the Mayor by performing clerical and administrative work as well as assisting with a variety of office assistance, projects, and program administrative tasks.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES** (List in order of importance. *Indicate essential duties and responsibilities with an **asterisk**.* Show percentage of time. Time and importance may not necessarily correspond.):

DUTIES & RESPONSIBILITIES	%
1. Exercises independent thinking and responsibility by assisting with citizen concerns; ascertains nature of business and directs to appropriate authority for disposition; answers questions and responds to inquiries or complaints on Department and/or City operations, policies, and procedures; *	20
2. Assists Executive Assistant to the Mayor with research projects; compiling complex information and analyzing data; coordinating services and programs; preparing correspondence, official documents and reports; maintaining records and files; maintaining databases; preparing information and information for publication; assisting the public; answering the phone;*	20
3. Responsible for all mail entering the Mayor's office including pick up, reviewing and analyzing, discussing with supervisor as needed, copying when required, distributing to appropriate personnel, and following up when necessary;	15
4. Assists with projects, presentations, reports, graphs, charts, and forms utilizing Microsoft Office Suite; *	10
5. Maintains the Office of the Mayor's stability and excellent customer service at all times including when the Executive Assistant to the Mayor is attending meetings or off grounds by answering all questions and giving assistance, researching issues, and providing input where needed; *	20
6. Performs all other duties as assigned by supervisor.	15

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Minimum 6 months – 2 years of hands on administrative office experience.
- Comprehensive and proven knowledge of office terminology, procedures and equipment and of business English, spelling and arithmetic.
- Proven abilities with Microsoft Office Suite.
- Proven ability to speak and write effectively both orally and in written form (including electronically).
- Proven ability to follow complex written and oral directions;
- Knowledge of the operations of local government a plus;
- Proven ability to establish and maintain effective working relationships with city officials, business executives, government officials, other employees, and the general public;
- Proven ability to meet government officials and others with tact and diplomacy;
- Proven ability to maintain records and prepare reports from such records;
- Minimum of a High School Diploma or equivalent and currently enrolled in college level courses with an accredited institution for public administration, political science, or a related field.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid	Percent of Time	Speed Required
Desktop and/or laptop computer along with all related equipment	60%	45 WPM
Standard telephone with voicemail capability	30%	N/A
Typewriter	5%	45 WPM
Fax, copier, and printers	5%	N/A

E. **ESSENTIAL REQUIREMENTS OF POSITION:** This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motion stooping, reaching, standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): Due to working in the Office of the Mayor, there is a high degree of accountability as the Department relates directly to the employees and citizens of Gahanna. Errors in judgment and/or legal difficulties will be dealt with directly by the Executive Assistant to the Mayor and the Mayor.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.): Will regularly be in contact with all of the employees, city officials, business executives, government officials, and the general public.

H. **SUPERVISION RECEIVED:** Reports directly to the Executive Assistant to the Mayor. Supervision received is general to direct.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly: 0 Indirectly: 0

<b>Prepared by:</b>	<b>Date:</b>
<b>Approvals:</b> <b>Supervisor/Manager:</b>	<b>Date:</b>
<b>Director:</b>	<b>Date:</b>
<b>Human Resources:</b>	<b>Date:</b>
<b>I understand the above job description details my current job functions and responsibilities:</b>  <b>Employee Signature</b>	<b>Date:</b>